



American Legion Baseball

Department of Minnesota

Team Registration Instructions

STEP 5 - SUBMITTING YOUR FINAL ROSTER THROUGH THE NATIONAL SYSTEM

Introduction

All teams in the American Legion Baseball Program (Junior and Senior -- both Division I and Division II) must register annually before they can participate. This process includes

- 1) Completing the team application process through the National registration system -- as well as with the State Baseball Committee, in the case of A) a newly-forming team or B) an existing team that has had a significant change in key information, such as sponsor or base school;
- 2) Purchasing insurance from the designated National carrier and paying state/national fees;
- 3) Inputting and editing player and coach information on the National system;
- 4) Accessing reports, forms, and other helpful tools.
- 5) Electronically submitting the team's final roster of players and coaches through the National system;
- 6) Submitting completed hardcopies of all player / team forms (Form 1 roster, Forms 2, 76, 77, etc.) to the State Baseball Committee, through the team's District Director.

For your information, after the National system was implemented in 2010, the Minnesota State Baseball Committee worked with the National office during the off-season -- on areas in which the system could be improved. Therefore, some sections of the system are slightly different than they were originally. While National made many of the changes that were suggested, there are areas in the system that yet may be confusing to some.

This series of handouts provides instructions, on a step-by-step basis. Subsequent handouts (Step 1, Step 2, etc.) can be accessed through the Minnesota State Baseball web page. They will guide you through the team registration process in a very detailed fashion, calling out potential areas in the National system where errors can easily occur -- and what additional steps need to be taken to also satisfy Minnesota American Legion Baseball requirements. For this reason, even if you are a seasoned computer user, it is highly recommended that you review each of the step-by-step instruction handouts, to prevent having to re-do work in the future -- and to reduce confusion, phone calls for help, requests of you for additional information, etc.

Lastly, the intent of the national registration system is to try to provide you with tools for generating reports (e.g., tournament rosters). In addition, it provides the general public with basic information about your team on the National Baseball web site. For that reason, please keep in mind that GARBAGE IN = GARBAGE OUT. Please use care in entering complete and accurate information, following all on-screen instructions.

Step Five - Submitting Your Final Roster Through the National System

In order for your team to be eligible to compete during the season, you must file your complete and final roster with National American Legion Baseball -- by the designated deadline for the current season. (Please consult your Minnesota Rule Book and/or the State Baseball web site for the current season's date.)

CAUTION: Do not proceed with this step until you are absolutely, positively sure that your roster is completely accurate -- that is, that all coaches and players have been entered, all desired photos have been uploaded, all player details are correct (such as correct address as of March 31 of the current season, birth date, correct school enrollment figure, correct jersey number and positions, etc.). Once you complete this step and submit your roster as final, it becomes locked for the remainder of the season and cannot be changed. If you complete this step prematurely, the only recourse is for the State of Minnesota to request that National totally delete your team from the system, and you will be required to start all over again -- from scratch.

Please note that National might continue to make minor adjustments to the data entry screens; thus, the screen samples shown below might not look exactly like those you see on your computer screen.

1. Go to baseball <http://www.legion.org/baseball> and log-in, using your team's user ID (email address) and password. After your Team Administration screen loads, click on "Enter Roster (Form 1) -- and proceed to your "Add Players to Roster" screen, as you normally would, when entering or editing players.
2. In the box toward the top of the screen (see below), if you are ready to proceed, click on "Click here to continue."

STEP 3: Add Players to the Roster

You have reached the minimum number of players required for your roster.
You may add more players or continue to submit your registration.

Click here to continue >>

DO NOT "click to continue" unless your roster is accurate and in final form -- and you are absolutely sure it will not change. Doing so will start the "submit final roster" process, and your roster will be "locked" for the remainder of the season.

You have 7 player(s) with no secondary position specified.
Please edit these players and specify a secondary position before continuing if possible.

Niklas (Nik) Anderson
Second Base #1

3. If you have not completed all necessary requirements (such as entering the minimum number of players or purchasing insurance), the system will prevent you from continuing, as shown in the example below -- and you can return to your Team Administration page to correct whatever is lacking. Otherwise, you will be permitted to continue and your roster will be filed with National as final.

Submit Roster

New Brighton, Tri-City Post 513, Tri-City Red

STEP 4: Submit Roster for Review

Please complete the following tasks before submitting your team registration:

- X** Between 10 and 18 players have been added to roster
- ✓** Insurance plan has been selected
- ✓** Payment has been submitted

Go back to my teams

Please proceed to the next handout in this series (Step 6) for information on Submitting Your Roster and Player Forms to your area Director, by the deadline he has established.

IMPORTANT NOTE: The deadline to submit your Roster and Player Forms to your Director might be significantly earlier than the deadline to submit your final roster to National American Legion Baseball (through the electronic registration system.) It is your responsibility to know -- and meet -- all such various deadlines. If you fail to meet them, your team could be deemed ineligible for the current season